



LEWIS COUNTY EMPLOYMENT OPPORTUNITY

Office: Assessor

| Position: Deputy Assessor

Personal Property

Who May Apply: Any Qualified Applicant

Employment Status: Regular Full-Time

Salary Range: Grade 15: \$2,901/mo–\$3,904/mo (DOQ)

Posting Opens: 11/07/16

Posting Closes: 11/16/16 at 4:00 p.m.

DEPARTMENT / OFFICE

This is a represented position by the Teamsters Union in the Assessor's Office.

POSITION SUMMARY

Under general supervision, performs a variety of technical and clerical functions in relation to Personal Property for the Lewis County Assessor's Office; provides customer service to the public; and performs other related duties.

HOW TO APPLY

Application materials and job description are available online at www.lewiscountywa.gov/jobs or you may pick up an application package between the hours of 8:00 a.m. and 5:00 p.m. at:

Lewis County Assessor or Human Resources
351 NW North Street
Chehalis, WA 98532

Application packets may be requested by calling (360) 740-1408. Please note: there may not be sufficient time for the packet to be mailed and returned by 4:00 p.m. on the closing date of the posting.

WHO MAY APPLY

This recruitment is open to any qualified applicant who can perform the essential functions and possesses the knowledge, skills, and abilities as identified in the job description.

Preference will be given to Teamster's Assessor's members.

Lewis County accepts no responsibility for completeness of applications, the timely delivery or the loss or damage of data when sent by email, fax, U.S. Postal Service, private carrier, delivery service, or other provider. Application materials received by Lewis County become the property of the County.

REQUIREMENTS

The following items are **REQUIRED** for your application to be considered complete and for you to be considered for this recruitment. **Note:** **ALL sections of the application must be complete. "See resume" is not acceptable.**

- ✓ **Lewis County Employment Application**
- ✓ **Authorization to Release Information**
- ✓ **Cover Letter**
- ✓ **Resume**

All application materials must be received in the Assessor's Office by 4:00 p.m. on the closing date of this posting. Late applications will not be accepted. Applications may be emailed to marci.miess@lewiscountywa.gov provided a signed hard copy follows within 5 business days. *If completing the application online, hard copies are not necessary.*

MINIMUM REQUIREMENTS

- High School Diploma or G.E.D. equivalent
- Two (2) year's customer service and/or exemptions experience
- A valid Driver's License is required
- Proof of eligibility to work in the United States
- Ability to speak, read, and write the English language effectively

NOTE: The information for State and Federal Reporting Form is voluntary. By providing this information, you assist the County in meeting state and federal reporting requirements. The information provided on this form is not used as a part of the review and selection process.

Lewis County is an equal opportunity employer that provides access, free from discrimination based on race, color, national origin, religion, age, sex, marital status, sexual orientation, military or veteran status, pregnancy, disability, genetic information or any other basis protected by law in employment or provisions of services.